



CITY OF SUNNYVALE

DEPARTMENT OF FINANCE

650 W. OLIVE AVENUE SUNNYVALE, CALIFORNIA 94086

Corrective Action Plan in Response To Single Audit Findings For the Fiscal Year Ended June 30, 2008

In the City's Single Audit Report for the Year Ended June 30, 2008, our external audit firm identified an instance of non-compliance with a grant agreement reporting requirement. City Management understands the importance of meeting such requirements and has identified specific staff to take a lead in those efforts going forward. The audit finding relates to a grant administered by our Department of Public Safety. That Department increased its Management Analyst position from part-time to full-time in FY2008-09, providing capacity to centralize grant compliance functions under one person with substantial grants administration experience. An Accountant in Finance has also been assigned to take an increased role in grant compliance monitoring City-wide. We anticipate improved results under this plan.

Grace Leung
Finance Manager, Budget and Accounting
City of Sunnyvale



CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LOCAL ASSISTANCE MONITORING BRANCH
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
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August 24, 2009

Ms. Mary Bradley, Director of Finance
City of Sunnyvale
Department of Finance
650 W. Olive Avenue
Sunnyvale, CA 94086

SUBJECT: MANAGEMENT DECISION – SINGLE AUDIT REPORT
FOR THE PERIOD ENDED JUNE 30, 2008, FINDING #08-01

Dear Ms. Engel:

The California Emergency Management Agency (CalEMA), formerly the Governor's Office of Emergency Services, has reviewed the above-mentioned audit report issued by the Maze & Associates on November 14, 2008. In reviewing the report, the following audit finding 08-01 was identified:

“... the City did not submit the required progress report to the County for fiscal year 2008.”
Therefore, the City was not in compliance with the State Homeland Security Grant Agreement requirement.”

The City's Corrective Action Plan indicates that the City of Sunnyvale identified specific staff, with substantial grants administration experience, to manage grant agreement reporting requirements. In addition, the analyst position was converted to a full-time position, and an accountant was assigned to take an increased role in grant compliance. The problem with progress report submittals has been remedied by the City's increased attention to grant requirements. Based on your response, CalEMA anticipates this finding will be resolved and no further action is required at this time.

Thank you for addressing the referenced program issues in a timely and effective manner. If you have any questions, please contact Joel Ryan at (916) 845-8165 or joel.ryan@oes.ca.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Catherine Lewis".

CATHERINE LEWIS
INTERIM BRANCH CHIEF

cc: State Controller's Office